

**CONFIDENTIAL**

10 November 1953

MEMORANDUM FOR: Colonel White

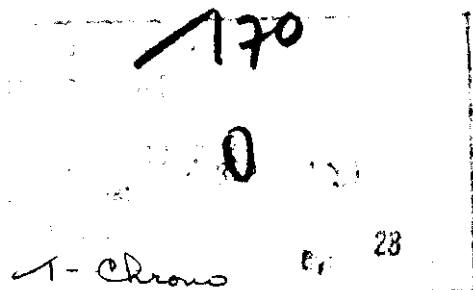
25X1A 1. The attached is a request for write-off of \$140.25, concurred in by COA/DDP and General Counsel. It arises out of the facts that [REDACTED] boat passage was cancelled two days prior to her sailing time, that she informed her superiors of her decision not to accept the overseas assignment three weeks prior to her sailing time, and that her superiors did not take any action to cancel the passage because they had hoped to persuade her to go.

2. The recommendation is that the officials were attempting to act in the interests of the Agency in trying this "personnel gamble" and that the write-off should be approved.

25X1A 3. I do not concur. I have checked with [REDACTED], who handled the matter. He told me that had he known three weeks before the sailing date that passage might be cancelled he could have checked with the boat company and found out the latest date on which they would have accepted cancellation and provided full refund. He also told me that it is possible to make cancellation with full refund up to two days before sailing time in some cases, if the steamship company is kept informed.

4. In my opinion, the Division is negligent for not taking any action of this type, and did not fill the full administrative responsibilities that are entrusted to it.

5. I recommend that the attached claim be disapproved for this reason.



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